

PAYMENT PLANS FOR PREMIUMS OWED

Background

Employees and Postdoctoral Scholars who owe past due premiums can request a payment plan if payment in full poses a significant financial hardship. Employees and Postdoctoral Scholars must follow the procedures outlined below in order to arrange for a payment plan.

This does not apply to Employees or Postdoctoral Scholars who continue coverage through Direct Pay or COBRA.

Employees and Postdoctoral Scholars Who Owe Less than Three Months of Premiums:

The Employee or Postdoctoral Scholar is notified via Salesforce case of the amount of premiums that are due, which will be deducted automatically from their next paycheck. If the Employee or Postdoctoral Scholar responds and expresses a financial hardship, a payment plan will be offered to collect the retro premiums owed based on the number of missed months. As an example, a Postdoctoral Scholar who has missed two months of premiums will be offered a payment plan to collect past due premiums over the course of two months. An Employee who has missed three months of premiums will be offered a payment plan to collect past due premiums over the course of three months. The past due premium amounts will be split equally among the number of pay periods in the payment plan and deducted from each paycheck.

Employees and Postdoctoral Scholars Who Owe 3 – 6 months of Premiums:

The Employee or Postdoctoral Scholar is notified via Salesforce case of the amount of premiums that are due, which will be deducted automatically from their next series of paychecks, based on the months of premiums due. As an example, an Employee who has missed four months of premiums will be automatically placed on a payment plan to collect past due premiums over the course of four months. The past due premium amounts will be split equally among the number of pay periods in the payment plan and deducted from each paycheck.

If the Employee or Postdoctoral Scholar responds and expresses a financial hardship, UCPATH will offer a payment plan to collect past due premiums over the course of a maximum of six months. As an example, if an employee who has missed four months of premiums expresses a hardship, they will be offered the option to collect past due premiums over the course of five or six months.

Employees or Postdoctoral Scholars seeking payment plans that are longer than six months must submit an appeal in accordance with Administrative Supplement I-A.

**Group Insurance Regulations
Administrative Supplement III-D
January 1, 2025**

If the Employees' or Postdoctoral Scholars' paycheck is insufficient and cannot pay the premiums that are due, the amounts are carried over and deducted from subsequent paychecks.